

# GOVERNMENT PURCHASE CARD (GPC) TRAINING

## TRAINING FOR NEW BILLING OFFICIALS, ALTERNATE BILLING OFFICIALS, AND NEW CARDHOLDERS

**Prerequisite:** The class is intended for those who have never taken the GPC training at Fort Polk. Everyone who signs up for this class must first take the Defense Acquisition University (DAU) on-line training course, DoD Government Purchase Card Tutorial, and bring a copy of the course completion certificate to class. Instructions to access the on-line training course are below.

**Training Schedule:** Desk Side Training Also Available

<u>DATES</u>	<u>HOURS</u>	<u>LOCATION</u>
14 Sep 05	0900-1300	Ft Polk Ed Center Room 215
12 Oct 05	0900-1300	Ft Polk Ed Center Room 211
9 Nov 05	0900-1300	Ft Polk Ed Center Room 211
11 Jan 06	0900-1300	Ft Polk Ed Center Room 215
8 Feb 06	0900-1300	Ft Polk Ed Center Room 215
9 Mar 06	0900-1300	Ft Polk Ed Center Room 215
12 Apr 06	0900-1300	Ft Polk Ed Center Room 211
10 May 06	0900-1300	Ft Polk Ed Center Room 211
14 Jun 06	0900-1300	Ft Polk Ed Center Room 215
12 Jul 06	0900-1300	Ft Polk Ed Center Room 211
10 Aug 06	0900-1300	Ft Polk Ed Center Room 215
13 Sep 06	0900-1300	Ft Polk Ed Center Room 215
12 Oct 06	0900-1300	Ft Polk Ed Center Room 211
9 Nov 06	0900-1300	Ft Polk Ed Center Room 211

Questions: Call APC: Scheryl Forsythe-Bolling 531-2373

### HOW TO ENROLL

First go to: <https://www.atrrs.army.mil/channels/aitas/> and select the link at the top of the screen that says "FOR DAU CONTINUOUS LEARNING COURSES CLICK HERE" and click on that. Now, on the page that loads you'll see instructions for how to prepare and process an application for enrollment in Continuous Learning Modules, like the Government Purchase Card Tutorial. Please make sure to follow those instructions properly.

FOR OFFICIAL USE ONLY

## HOW-TO FILL OUT THE APPLICATION:

- 1: Under "**Student**", click on "**Prepare Application**"
- 2: Select category **Continuous Learning Modules** from the drop down list.
- 3: Log in with your **SSN** and **Date Of Birth**.
- 4: Select the DAU CL Course from the Course drop-down list. If you need to take the required ethics training, please select "**CLG Government Purchase Card Tutorial**"
- 5: Press the **SEARCH** button.
- 6: Click on "**DAU Virtual Campus Continuous Learning Module**" link.
- 7: Click on the class number  
**CLG 001 Government Purchase Card Tutorial**  
**OR**  
**CLG 004 Government Purchase Card Refresher**  
**(Required Every 2 Years)**
- 8: Complete application.
- 9: Click on the "**SUBMIT THIS APPLICATION**" button at bottom of screen.

Your application will be forwarded to DAU for enrollment in their virtual campus. If you do not already have an account on the DAU virtual campus, one will be created for you. You will receive a welcome email from DAU (ATLAS) when you have been enrolled and can start the course.

If you only want to browse, but not receive credit, any of the DAU CL training courses you need to go to the **[DAU Virtual Campus, https://atlas.dau.gov/](https://atlas.dau.gov/)**

**You have 30 calendar days for all other DAU CL modules once you have been enrolled. Once enrolled, you will not be able to drop or cancel from the course.**

## BRIEF INFORMATION ABOUT YOUR COURSE -

This is a self enrollment module, which means you can immediately take the class after you successfully submit your application. The site where you'll take the class is located here: **<http://atlas.dau.gov>** to take the class, sign into that

site with your username and password, and once you're signed in, click the title of the course to launch it and begin working on it.

#### IN CASE YOU CANNOT LOGIN AFTER YOU COMPLETE YOUR APPLICATION -

You may retrieve your username or password at anytime for the Atlas (<https://atlas.dau.gov>) website accounts. Please follow instructions below:

**To retrieve your username**, simply click on the "**Forgot Username**" link. Enter your Social Security Number and Date of Birth then click "Submit".

**To retrieve your password**, simply click on the "**Forgot Password**" link. Select the method you would like to use on the "**Retrieve Password**" screen, either Retrieve password by username or retrieve password by Social Security Number. Key in your information then click "**Get Password**".

**(In the event that you do not receive your password or username within 1 hour, we advise that you review your student profile to verify your most recent and valid e-mail address is on file.)**

**Access your agency's registrar site:**

<http://www.dau.mil/registrar/Military%20personnel%20Welcome.asp> to edit your student profile.

#### **Training Alternatives:**

1. Attendance at a monthly initial training sessions conducted by the A/OPC. See the above schedule.
2. Attendance at a quarterly refresher training class.
3. Completion of the online Defense Acquisition University (DAU) DoD Government Purchase Card Tutorial.

Questions may be sent to the [A/OPC](mailto:Scheryl.Forsythe-Bolling@polk.army.mil) Scheryl.Forsythe-Bolling@polk.army.mil.